

- v) What is an incentive? Why is it needed? Explain.
- vi) What is Quality of work life? Describe the practices adopted to improve the quality of work life.
- vii) What is Job Analysis? Elaborate the process of job Analysis.
- viii) What is Ethics in HRM? Explain the ethical issues related to HRM.
- ix) Define Recruitment. Explain the different sources of recruitment.

4. Answer the following questions: **(any two)**
12×2=24

- i) What is Selection? Explain the steps in selection process.
- ii) Discuss the emerging challenges faced by the HR Managers in today's era.
- iii) What is employee Training? Explain the various methods of Training.
- iv) Discuss in detail the various legal provisions for employee health and safety.

Total number of printed pages-4

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2024

COMMERCE

Paper : COMMAJ2024C

(Human Resource Management)

Full Marks : 70

Pass Marks : 28

Time : Three hours

The figures in the margin indicate full marks for the questions.

1. Choose the correct answer : 1×6=6
 - a. _____ is the process by which an organisation ensures that it has the right number and kinds of people, at the right places, at the right time.
 - i. Human Resource Management
 - ii. Human Resource
 - iii. Human Resource Planning
 - iv. All of the above

- b. A _____ is a systematic exploration of the activities within a job.
- job design
 - job rotation
 - job analysis
 - job description
- c. _____ is a welcoming process through which the employee feels at home.
- Recruitment
 - Selection
 - Appointment
 - Induction
- d. The combination of peer, superior, subordinate and self-review appraisal is known as _____
- 360° appraisal
 - Human resource accounting system
 - All round review
 - Feed forward
- e. _____ is a process of imparting or increasing knowledge or skill of an employee to do a particular job.
- Training
 - Development
 - Motivation
 - Leadership

- f. Halo effect is related with _____.
- Performance Appraisal
 - Wage and Salary administration
 - Selection
 - Transfer

2. Answer the following questions : **(any five)**
2×5=10

- Define Human Resource Management.
- What is meant by Outsourcing ?
- What is fringe benefit ?
- What do you mean by social security ?
- Define Potential Appraisal.
- What is employee welfare ?
- What do you mean by Job design ?

3. Answer the following questions : **(any six)**
5×6=30

- Explain briefly the functions of Human Resource Management.
- Differentiate between job description and job specification.
- What is Induction? Why is Induction Important?
- Distinguish between wage and salary.